



Department of  
**URBAN PLANNING  
& DESIGN**

# Application for Plan Amendment

April 2006 Form

## SECTION 1 - Case Filing Information

To be filled out by Staff

Date Filed: \_\_\_\_\_ Received by: \_\_\_\_\_

Area/Neighborhood Plan to Be Amended:

\_\_\_\_\_

Date Plan Was Adopted by Mayor and Council: \_\_\_\_\_

Plan Amendment Name: \_\_\_\_\_

Plan Amendment Number: \_\_\_\_\_ Processing Fee: \_\_\_\_\_

## SECTION 2 - Site Identification

Street Address: \_\_\_\_\_

Township/Range/Section: \_\_\_\_\_ Tax Code No: \_\_\_\_\_

Nearest Major Cross Street: \_\_\_\_\_

Amendment Site Size: \_\_\_\_\_

Attach Assessor's map and current color aerial photograph of site and surrounding properties to application.

## SECTION 3 - Applicant Information

If the applicant is not the property owner, please provide the property owner(s) name(s), address(es), and telephone and fax number(s), and the property owner's dated signature. A letter from the owner authorizing the applicant to represent the owner in the processing of this plan amendment must be attached to the application.

SECTION 3 - Applicant Information Cont'd.

Applicant or Agent's Name: \_\_\_\_\_

Firm's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Fax No: \_\_\_\_\_

Signature

Date

SECTION 4 - Site and Surrounding Conditions

SITE

Existing Site Zoning: \_\_\_\_\_ Current Use of Site: \_\_\_\_\_

Current Site Conditions (undeveloped or developed; and, if developed, list significant improvements on the site - buildings, pavement, walls/fences, etc.):

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SURROUNDING AREAS

Existing Zoning: North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Describe Land Uses and Development on Surrounding Properties:

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Neighborhood Context: \_\_\_\_\_

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SECTION 5 - Plan Amendment Information

Attach Additional Sheets as Necessary

Proposed Site Development

Proposed Use: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Identify the parts of the Plan that need to be amended, and why. List any policies and identify any maps that are proposed to be changed.

Provide proposed new goal and policy language, and proposed new maps that incorporate the change.

Explain how the proposed changes are consistent with and supported by the overall goals, and any applicable policies, of the Area or Neighborhood Plan:

#### SECTION 5 - Plan Amendment Information Cont'd.

Explain how the proposed changes are consistent with and supported by the goals and policies of the *General Plan*.

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Provide additional supporting information that demonstrates why this amendment should be approved.

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A concept plan is not required. However, staff encourages the applicant to submit one.

Is a concept map being submitted with this application? Yes\_\_\_\_\_ No\_\_\_\_\_

#### SECTION 6 - Pre-Submittal Meeting Information

The following must be attached to the plan amendment application (see Part 4 of the handout titled "Plan Amendments - Information for Applicants"):

- ☐ Copy of the meeting notice that was mailed
- ☐ Copy of the mailing list used
- ☐ Certification of mailing
- ☐ Copy of the sign-up sheet showing who attended the meeting
- ☐ Meeting summary
- ☐ Copy of any maps, drawings, or written information provided at the neighborhood meeting
- ☐ Any changes in the plan amendment proposal based on comments received at the neighborhood meeting
- ☐ Copy of notes from rezoning pre-submittal meeting